

**WiTS BiTS**  
**CHANGE IN WORK SCHEDULE/HOURS ACTION**  
**STEP-BY-STEP**  
**(INCLUDING THE JC/PN REQUEST SUB-PROCESS)**

1. **HR ASSISTANT**

1) ***Initiate Action***

- a. Enter data (mandatory fields) and select Action Type as “Change in Work Schedule/Hours” when complete request has been received.
- b. Rubber stamp “Submit to Subprocess” (action closes)
- c. Open Change in Work Schedule/Hours action from personal worklist
- d. Enter information into Change in Work Schedule/Hours section at bottom of page 1
- e. Write WiTS Transaction # on corresponding hardcopy case file
- f. Rubber stamp “Send to HRS” to forward action to the HR Specialist for review.

2. **HR SPECIALIST**

1) ***Review Action***

- a. Open Change in Work Schedule/Hours action from personal worklist
- b. Review page 1 to verify all relevant information has been entered and complete as necessary.

***NOTE: Step “2)” below is ONLY required if JOB CODE AND/OR POSITION NUMBER REQUEST is involved – If not, SKIP to STEP “4.c.”***

2) ***Initiate JCPN Request***

- a. Open Change in Work Schedule/Hours action from personal worklist
- b. Click on **JCPN** tab
- c. Enter **JC, PN, or JC&PN** information as appropriate
- d. Rubber stamp “Initiate JC/PN Request”

2. **BRANCH PM (POSITION MANAGEMENT) REVIEWER**

***Review and submit JCPN Request***

- a. Open Job Code/Position Number Request action from personal worklist
- b. Review information and edit as necessary
- c. Rubber stamp “Send to Position Management Team”

3. **PM (POSITION MANAGEMENT) TEAM (CSD/OD)**

***Process JCPN Request***

- a. Open Job Code/Position Number Request action from personal worklist
- b. Enter action taken into ***Position Management Team*** Section of JCPN Request form
- c. Rubber stamp “Request Complete—Send Email”

4. **HR SPECIALIST**

***Complete Change in Work Schedule/Hours Action when JCPN is issued***

- a. Open Change in Work Schedule/Hours action from personal worklist
- b. Verify the issued ***Job Code*** and/or ***Position Number*** in the ***New Position Information*** section on page 1.
- c. Review page 1 to verify all relevant information has been entered and complete as necessary.
- d. Rubber stamp “Send to SPA” for final EHRP processing.

5. **SPA**

***Complete Change in Work Schedule/Hours Action when EHRP action is final authorized***

- a. Open Change in Work Schedule/Hours action from personal worklist
- b. Review information on pages 1, 2, and 3 and edit as necessary.
- c. Enter the actual ***Effective Date*** (and PSP or PCA information if appropriate) of the EHRP action
- d. Rubber stamp “Action Completed” to close and archive the Change in Work Schedule/Hours action.